

U.S. Embassy Mbabane

Date: October 31, 2022

To: Prospective Quoters

**Subject:** 19WZ6023T0001 - Packing and Shipping Services

The U.S. Embassy in Eswatini seeks proposals from qualified, reliable firms with sufficient resources and work experience to perform the duties of packing and unpacking household effects, clearing and forwarding of effects, transportation, and freight services for all inbound and outbound shipments of household effects to and from Eswatini to be transported throughout the world.

This Tender of Service (TOS) will be in effect from March 1, 2023, to February 28, 2024. All Transportation Service Providers (TSP) must have a valid Eswatini Road Freight Association certification (ERFA), Professional Movers Association certification (PMA) or South African International Movers Association certification (SAMA), for the transportation of shipments. All clearing and forwarding agents should be registered with South African Association of Freight Forwarders (SAAFF) or Eswatini Customs Clearing Agents and Freight Forwarders Association (SCCAFFA) and should be a member of Federation of International Furniture Removers Industry (FIDI). All service providers must be in good standing with the Credit Bureau. TSP's may only be represented under the name of one company. Multiple solicitations will produce automatic disqualification.

A pre-proposal meeting will be held at the Embassy on November 22, 2022, starting at 10:00 hours. RSVP to Susan Gama or Charmaine Mabuza at [MbabaneShipping@state.gov](mailto:MbabaneShipping@state.gov) no later than 15:00 hours on November 17, 2022, with your name, ID number and name of company if you would like to attend pre-proposal conference.

A complete tender of service application inclusive of the exact rate sheet format attached herewith and all the required documentation as set out in the tender of service document must be e-mailed to [MbabaneShipping@state.gov](mailto:MbabaneShipping@state.gov) **or** delivered to U.S Embassy Mbabane, Corner of MR103 & Cultural Drive, Ezulwini, Eswatini no later than December 16, 2022 @ 16:00 hours. No late proposals will be accepted. Incomplete applications will be automatically disqualified.

Sincerely,

Contracting Officer